

### ACTIVITIES THAT ARE ESSENTIAL TO A COPIER MANAGEMENT PROGRAM

1. Maintain an inventory of all copiers in use in the Agency. The inventory should be listed:
  - a. By Manufacturer and model,
  - b. By location,
  - c. By component, and
  - d. By rental number.
2. Maintain monthly volumes on each copier. (One method is to have all meter cards pass through a central point in the Agency prior to going to the vendors so that the meter readings can be recorded.)
3. Maintain annual cost of copiers and related supplies so that comparisons can be made with prior years to evaluate the copier management program.
- ✓ 4. Survey the requirements for all requested copiers. Establish the need for and recommend the copier best suited for each application.
- ✓ 5. Continue to review copiers currently in use and recommend changes where necessary to reduce cost and/or do a more efficient job.
6. Keep current with developments in copier industry and investigate all new copiers that seem to have applications in the Agency by visiting vendors' showrooms for demonstrations on testing copiers in house.
7. Prepare comparative cost and utilization charts on the various copiers that have applicability in the Agency.
8. Maintain liaison with copier sales representatives and interface with these representatives and Agency personnel. Maintain information on copiers so that Agency personnel will have a contact point for copiers without going direct to vendors.
9. Distribute information on copiers and CIA copier use to Directorate Copier Representatives, Records Management Officers and other Agency employees as appropriate.
10. Keep Agency employees and all levels of management aware of the problem and of possible solutions by reporting progress, by putting posters on bulletin boards, by writing articles for newsletters and other Agency publications, by writing memos and notices to all Agency personnel and by speaking at training courses.